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DIARY

Assistant for Admin. (DD/I)

Monday, 25 May 1953

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1. Met with representatives of the Budget Division to review the activity breakdown of the DD/I offices to be reflected in the preparation of the 1955 budget estimates. It was agreed that in general the divisional breakdown which has been utilized in the past constitutes an appropriate functional presentation. It was agreed, however, that further study would be made in the case of ORR and OCD and meetings have been scheduled with (ORR) and to discuss appropriate breakdowns. It was further agreed that upon approval of the offices and DD/I that I would submit the office activity breakdowns to the Comptroller. The Comptroller's office plans to issue instructions for the preparation of the 1955 estimates by approximately 1 June, at which time it is planned to meet with the office representatives to discuss further policy and procedure for the preparation of the estimates. In this connection, I am presently drafting a policy statement for DD/I approval to be made available for the guidance of the IAD's.

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25X1X6 I consulted with OSI, on the proposed project for

scientific collection and suggested revisions in the project write-up prior to submission for the concurrence of the EE Division and the approval of DD/I under the rule.

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25X1A9a called to advise that he had received from for comment the draft letter to concerning the establishment of a CIA Personnel Pool for employees subject to reduction in force in the State Department. stated that he was referring to me and for comment a statement which had been prepared by Personnel, outlining the present steps which are being taken concerning the placement of such individuals by the Agency. Apparently feels that the present procedure, which has included a close working relationship between Assistant Chief of Personnel Procurement, is largely adequate to assure appropriate treatment and placement by the Agency of those who have qualifications in line with our general requirements. I advised that one change that appeared to be required over normal procedure would be some provision for flexibility which would permit the processing of individuals even though the required T/O slot might not be immediately available.

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on this

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25X1A9a Discussed the ultimate placement of ORR. It was agreed that although a decision would not be made as to where he would be utilized until after his return, that it was desirable to proceed with any I & S clearance that might be necessary and agreed to take steps accordingly.

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